



# ***Evaluation Entry System Training NCOER (SGT)***

Module 6b: NCOER (SGT)

as of 18 April 2015

Good morning/afternoon. My name is \_\_\_\_\_. I'm the \_\_\_\_\_ at \_\_\_\_\_.

Today we will go through the steps to create, edit, complete and submit a DA Form 2166-9-1 NCOER (SGT) in the Evaluation Entry System.

Please feel free to ask questions at anytime.

NEXT SLIDE



## Agenda

- Accessing Evaluation Entry System (EES)
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Assessment
- Potential Assessment
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

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The topics that we will cover today range from how to use EES to create, complete, edit, submit and track the status of a DA Form 2166-9-1, SGT NCOER.

**At this time, we need the class to form into four person teams. Need each of you to share your full DOD ID (found on back of your CAC) / SSN. These will be used for training purposes only and will be destroyed at the conclusion of training.**

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## *Evaluation Entry System (EES)*

<https://evaluations.hrc.army.mil/>  
(EES website)

NCOER training URL will be released on / about 29 May 2015  
and will remain active until mid-August 2015

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EES is an online data entry system, that enables Leaders to create, complete, edit, submit and track evaluations.

Personnel can access EES at the above website. Until 1 September 2015, only the Officer Evaluation Reports (OERs) functions will work at this website.

In order to train yourself and your personnel on EES's NCOER capabilities, you must use the second website address. This training website will be active until mid-August 2015. At that time, all entered data will be erased.

**At this time, select the NCOER training link.**

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# EES Terms Page

S. Army Evaluation Entry System - Windows Internet Explorer

https://evaluations.hrc.army.mil/

U.S. Army Evaluation Entry Sys... Structured Self Developme

FOUO - Unclassified

**Evaluation Entry System**  
U.S. Army Human Resources Command

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☐ I agree to the terms of the User Agreement.

**Accept Terms** Cancel

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This is the EES home page.

**In order to access it, you must first agree to the terms of the User Agreement.**

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# EES Digital Credentials



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Once you agree to the Users Agreement, you must select your certificate and **select OK.**

NEXT SLIDE



# EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System  
Please select an option below:

OER

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

NCOER

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
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Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
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For training purposes the team member serving as the “Rater” will click the “Create New NCOER” button.

It is important to note that EES is not designed for the Rated NCO to create his / her own NCOER. Once the Rated NCO exits the NCOER, the Rated NCO will not be able to re-enter the NCOER until the Rater and Senior Rater have signed their sections of the NCOER.

While EES enables anyone to create an NCOER, given that person has the necessary administrative date, it is recommended that either the Rater or Rater’s Delegate creates the NCOER.

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# NCOER Creation

## NCOER Individual Lookup

Enter the SSN and first two letters of the last name of the rated Soldier and the rating officials. This will automatically search the Army personnel database and auto-populate the evaluation with administrative information. Incorrect information may be changed within the evaluation, but changes to the information in the personnel database require the use of other channels (S1 or Admin Support).

**Rated NCO**

DOD ID Number  Last Name  Email

[Switch to search by SSN] ☐

f. Component  Status Code

Rank  Changes to the rank will be limited once the evaluation is created.  
Please ensure accurate selection of the rank for the time period the soldier is to be evaluated.

Date of Rank

**Promotable Info**

Is the Rated NCO promotable or selected to attend USASMA? ☐ Yes ☒ No

**Next Higher Grade**

Is the Rated NCO serving in a position authorized for the next higher grade? ☐ Yes ☒ No

**Frocked Info**

Is the Rated NCO frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked? ☐ Yes ☒ No

**Rater**

DOD ID Number  Last Name  Email

[Switch to search by SSN] ☐

Is this individual serving as both the Rater and Senior Rater? ☐ Yes ☒ No

**Senior Rater**

DOD ID Number  Last Name  Email

[Switch to search by SSN] ☐

**Supplementary Reviewer (optional)**

DOD ID Number  Last Name  Email

[Switch to search by SSN] ☐

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The user will first enter the full DOD ID / SSN (from back of CAC card) and first two letters of the Rated NCO's last name. At this time the Rated NCO's correct full name and email address should appear. If it is correct click OK.

At this time verify the accuracy of the Rated NCO's component, Rank, and Date of Rank. Then select "Yes" or "No" for the next three questions. It is important to remember that SGT(P)'s will still be rated on a DA Form 2166-9-1 NCOER and not count in the Senior Rater's SSG profile.

**For the purpose of this training the Rated NCO's name is the person serving in that role for this exercise and the rank will be SGT, with a Date of Rank of 1 March 2015.**

Once the Rated NCO's section is completed you will enter the full DOD ID or SSN and first two letters of the Rater, Senior Rater and Supplementary Reviewer (if required). Supplementary Reviewers are required when Senior Raters' rank is 1LT or lower.

**Enter the data of the persons serving in each of these roles for this exercise.**

Note, failure to enter the correct full DOD ID or SSN of any person on this page will prevent that person (Rated NCO, Rater, Senior Rater, or Reviewer) from accessing this NCOER Support Form.

**Once you have confirmed the accuracy of the Rated NCO and Rating Official's data click "Next."**

NEXT SLIDE



# NCOER Creation Confirmation

Rated Soldier

## Evaluation Creation Confirmation

Role	DOD ID Number/SSN	Name	Email	Importing Data
Rated Soldier				Yes
Rater				Yes
Supplemental Reviewer				Yes
Senior Rater				Yes

Selecting "Begin" will initiate a **SGT GRADE PLATE (E5) NON-COMMISSIONED OFFICER EVALUATION REPORT** for the above mentioned individual. An email will be sent to each of the addresses listed above, notifying each individual of their involvement with the new NCOER evaluation.

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Begin

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This is the user's opportunity to verify the Rated NCO Rating Officials' information before initiating a NCOER.

Once this data is verified, **click "Begin."**

NEXT SLIDE



## Rated NCO's Administrative Data

a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (or DOD ID No.)		c. RANK SGT	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B20
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BD, Fort Best, 11111, FC				g. STATUS CODE RA	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20141111		k. RATED MONTHS 12		l. NON RATED CODES	m. NO. OF ENCLOSURES 0	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL

Admin Data			
a. Last Name SOLDIER	First Name RATED	M.I.	Suffix
b. DOD ID Number <input type="text"/> <input type="button" value="Clear DoDID"/>			
c. Rank SGT	d. Date of Rank 20140301		
Promotable Info Is the Rated Soldier promotable and serving in a position authorized for the next higher grade? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Next Higher Grade Is the Rated Soldier serving in a position authorized for the next higher grade? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Frocted Info Is the Rated Soldier frocted to the next higher grade and serving in a position authorized for the rank to which he/she is frocted? <input type="radio"/> Yes <input checked="" type="radio"/> No			
e. PMOSC 11B20			
f. Unit, Org. B Co, 1BN, 3BD	Station Fort Best	Zip or APO 11111	
Major Command FC - US ARMY FORCES COMMAND			
g. Component/Status Code RA			
h. UIC Code WAAAAA	i. Rated NCO's AKO Email Address @MAIL.MIL <small>Must use .gov or .mil</small>		

Exit	Next	Save	Go to Signatures	Print Draft
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The user will now enter the Rated NCO's administrative data to include:

PMOSC, assigned Unit / Station / Zip, UIC Code, schooling and SSD Level.

For the purpose of this training use the following administrative data.

- PMOSC = 11B20
- Promotable = "No"
- Next Higher Grade = "No"
- Frocted Info = "No"
- Unit Org = B Co, 1BN, 3BDE
- Station = Fort Best
- Zip or APO = 11111
- Major Command = US Army Forces Command
- Component = Regular Army
- UIC = WAAAAA

Once this data is correctly entered, click "Next."

NEXT SLIDE



## Rated NCO's Administrative Data (cont.)

a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (or DON ID No.)	c. RANK SGT	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B20
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BD, Fort Best, 11111, FC			g. STATUS CODE RA	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20141111		THRU (YYYYMMDD) 20151110	k. RATED MONTHS 12	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL					

**Admin Data Continued**

i. Reason For Submission: 02 | Annual

j. From Date: 20141111

Thru Date: 20151110

k. Rated Months: 12

Rated Days: 365

l. Non-Rated Codes:

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This is a continuation of the Rated NCO's administrative data.

**From the drop down menu, select the correct Reason Code for this NCOER's submission. For this exercise select Annual.**

**Then, using the calendar, select the correct From and Thru Dates for this rating period.** This will provide the gross amount of Rated Months and Days.

Note, incorrect complete the record Thru Dates are one of the top three reasons for returned evaluations.

If this is a type of NCOER that can have Non-Rated time, such as Change of Rater or Extended Annual, click the "Non-Rated Code button."

Note, a good TTP is to click the "Save" button at the end of each page before clicking "Next", before leaving your workstation for any period of time, or answering the phone. If the session times out your data will be lost.

NEXT SLIDE



## Non-Rated Codes

Non-Rated Codes

Code	Start Date	End Date	Reason
------	------------	----------	--------

**+ Add** Edit Delete Search Reload Page 1 of 0 10 No records to view

Note: Only the first four codes will appear on the form. All codes entered will be used to calculate Non-Rated time, and that time must occur during the rating period.

[Previous](#) [Exit](#) [Save](#) [Go to Signatures](#) [Print Draft](#)

You may add as many Non-Rated Codes / Periods as required but only the first four codes will appear in Part I, Block I.

**Click “Add” in order to select a Non-Rated Code.**

NEXT SLIDE



## Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code: **A - AWOL/DESERT/UNSAT PART AR135-91**

Start Date:

End Date:

Reason:

0 | >> << 10 | No records to view

be used to calculate Non-Rated time, and

Save Go to Signatures Print Draft

A - AWOL/DESERT/UNSAT PART AR135-91  
A - AWOL/DESERT/UNSAT PART AR135-91  
C - CONFIN IN MIL/CIV DETENT FCLTY  
D - TDRL STAT  
E - LV EXCESS OF 30 DAYS  
F - UNDER ARREST  
G - HEAL W/DUTY WTU SLDR ONLY  
H - HEAL NO OTHR DUTY WTU SLDR ONLY  
I - TRANS BETW DUT STAT/LV/PTDY/TDY  
M - MIA  
P - PATIENT DOC CARE/UNABL TO PERM  
Q - LACK OF RATER QL  
R - NEW RCTR PGM  
S - STUD/MIL OR CIV SCHOOL  
**T - ON TDY/SPC DTY/TCS < 90 DAYS**  
W - POW  
X - AUTH ABS PART SPC PGM  
Z - NONE OF THE ABOVE

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From the drop down menu, select the correct code. For this exercise select any code you desire.

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## Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code: S - STUD/MIL OR CIV SCHOOL

Start Date: 20150317 yyyyymmdd

End Date: 20150317 yyyyymmdd

Reason

0 10 No records to view

be used to calculate Non-Rated time, and

Mar 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Go to Signatures

Print Draft

Now use the calendar to select the correct Start and End Dates for this Non-Rated period.

NEXT SLIDE



## Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code: S - STUD/MIL OR CIV SCHOOL

Start Date: 20150317 (yyyyymmdd)

End Date: 20150717 (yyyyymmdd)

Submit Cancel

Previous Exit Save Go to Signatures Print Draft

Reason

No records to view

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Once you have checked verified the data is correct, click “Submit.”

If the data is incorrect you can correct or click “Cancel.”

Then you click “Previous” to return to the administrative page. Now EES will auto calculate the net amount of Rated Months and Days (subtracting the Non-Rated time from the total amount of time covered by this NCOER.)

**For the purpose of training click “Cancel” and then “Previous.”**

**Once back to the administrative page click “Next.”**

NEXT SLIDE



# Counseling Dates

NCO EVALUATION REPORT (SGT)  
For use of this form, see AR 623-3 and DA PAM 623-3; the proponent agency is DCS, G-1.

PART II - AUTHENTICATION

d1. COUNSELING DATES	INITIAL	LATER	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)
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Counseling Dates

Initial Counseling Date

Later Counseling Date (First)

Later Counseling Date (Second)

Later Counseling Date (Third)

Previous Exit Next

Print Draft

Mar 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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Now use the drop down calendar to enter the correct Counseling Dates from the NCOER Support Form.

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## Counseling Dates (cont.)

PART II - AUTHENTICATION						
d1. COUNSELING DATES	INITIAL 20141128	LATER 20150204	LATER 20150514	LATER 20150824	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)

**Counseling Dates**

Initial Counseling Date

20141128

Later Counseling Date (First)

20150204

Later Counseling Date (Second)

20150514

Later Counseling Date (Third)

20150824

Previous

Exit

Next

Save

Go to Signatures

Print Draft

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Once this data is correctly entered, click “Next.”

NEXT SLIDE



## ***Check on Learning***

1. When will the data entered into the NCOER Training Environment be deleted?
2. Ideally who should create a new NCOER in EES?
3. Can Rating Officials access an NCOER if their SSN / DOD ID is incorrectly entered into EES?
4. What form do Rating Officials use to assess the performance and potential of a SGT(P) serving in an authorized SSG position?

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At this time, discuss these questions.

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# Rater

[Print For Manual Submission](#)[Exit](#)[Submit to HQDA](#)[Manage Enclosures](#)[Delete](#)

To edit a particular selection, choose the appropriate button below:

[Rated Soldier](#)[Rater](#)[Senior Rater](#)[Reviewer](#)[Rater Enlisted Advisor](#)[Senior Rater Enlisted Advisor](#)

## NCO EVALUATION REPORT (SGT)

For use of this form, see AR 623-3 and DA PAM 623-3, the proponent agency is DCS, G-1.

### PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SGT	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B2O
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BD, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20141111		k. RATED MONTHS 12	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS ( gov or .mil) @MAIL.MIL				

### PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S		a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader		a6. RATER'S EMAIL ADDRESS ( gov or .mil) @MAIL.MIL		
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR		b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE <a href="#">Click Here to Sign</a>	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant		b6. SENIOR RATER'S EMAIL ADDRESS ( gov or .mil) @MAIL.MIL		
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT CPT, 11A, B Co, 1BN, 3BDE, Company Commander	
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE		c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS ( gov or .mil) @MAIL.MIL
RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.				
d1. COUNSELING DATES	INITIAL 20141128	LATER 20150204	LATER 20150514	LATER 20150624
d2. RATED NCO'S SIGNATURE				d3. DATE (YYYYMMDD)

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Now that the Rated NCO's section is complete, users may enter either the Rater or Senior Rater's administrative data and assessment of the Rated NCO.

Typically, the Rater's section is completed next.

**To enter the Rater's section, click the "Rater" button.**

NEXT SLIDE



## Rater's Administrative Data

PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed NCO Parts I-VI and the administrative data is correct)			
a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE (YYYYMMDD)
a5. RANK PMOSC/BANCH ORGANIZATION DUTY ASSIGNMENT SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

**Rater Info**  

a1. Last Name	First Name	M.I.	Suffix
RATER	SOLDIER'S		

a2. DOD ID Number

a5. Rank	PMOSC/Branch	Organization	Duty Assignment
SSG	11B2O	B Co, 1BN, 3BDE	Fire Team Leader

a6. Email Address (.gov or .mil)  
@MAIL.MIL  
Must use .gov or .mil

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The user will enter the Rater's administrative data on this page.

For the purpose of this training use the following administrative data.

-Rank	= SSG
-PMOSC	= 11B30
-Unit Org	= B Co, 1BN, 3BDE
-Duty Assignment	= Squad Leader

Once this data is correctly entered, click "Next."

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**Duty Description**

**U.S. ARMY**

a. PRINCIPAL DUTY TITLE  
FIRE TEAM LEADER

b. DUTY MOSC  
11B20

c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities, and dollars)  
May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.

d. AREAS OF SPECIAL EMPHASIS  
Limited to two lines of text; Duty Titles; Separated by semi-colon.

e. APPOINTED DUTIES  
Limited to two lines of text; Duty Titles; Separated by semi-colon.

Duty Description

a. Principal Duty Title  
FIRE TEAM LEADER

b. Duty MOSC  
11B20

c. Daily Duties and Scope (To include, as appropriate, people, equipment, facilities, and dollars)  
May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.

d. Areas of Special Interest  
Limited to two lines of text; Duty Titles; Separated by semi-colon.

e. Appointed Duties  
Limited to two lines of text; Duty Titles; Separated by semi-colon.

Previous Exit **Next** Save Go to Signatures Print Draft

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The user will verify the Rated NCO's Principal Duty Title and Duty MOSC for this rating period.

The user may enter up to seven lines of text to describe the Daily duties and responsibilities of the Rated NCO.

The user may enter up to two lines of text to list the Rated NCO's Areas of Special Emphasis and Appointed Duties for this rating period.


**For the purpose of this training use the following data:**

- Principal Duty Title = Fire Team Leader**
- Duty MOSC = 11B20**
- Block c. = May enter up to seven lines of text; Beginning with action words; Separated by semi-colons**
- Block d. = May enter up to two lines of text; Duty Titles; Separated by semi-colons**
- Block e. = May enter up to two lines of text; Duty Titles; Separated by semi-colons**

Once this data is correctly entered, click "Next."

NEXT SLIDE






# Performance Evaluation

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PART IV - PERFORMANCE Evaluation - PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

a. APFT Pass/Fail/Profile: PASS Date: 20150923 b. Height: 72 Weight: 185 Within Standard? YES  
Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards  
May enter up to five lines of text.

Performance Evaluation

Pass/Fail/Profile	APFT Date		Height (inches)	Weight (lbs)	Meets Bodyfat Standards
PASS	20150923		72	185	<input checked="" type="radio"/> Yes <input type="radio"/> No

Required Comments (optional with "Pass" rating)  
May enter up to five lines of text.

Previous
Exit
Next
Save
Go to Signatures
Print Draft

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The user will use the drop down menu to select the proper assessment of the Rated NCO's APFT.

Then the user will use the calendar to select the correct date of the Rated NCO's most recent APFT for this rating period. If the NCO did not take an APFT during this rating period (such as a Change of Rater NCOER) then the user may enter an APFT date up to one year prior to this NCOER's Thru Date.

Next, the user will enter the Rated NCO's most recent height and weight data obtained by the Rated NCO's unit.

Once the user selects "Yes" or "No" as to whether the Rated NCO Meets Body fat Standards, the use may enter up to five lines of text.

Rater comments are mandatory if the Rated NCO failed the APFT, did not have an authorized reason for not taking the APFT (IAW AR 623-3), or did not meet body fat standards.

Note, users cannot enter comments until the above administrative data is entered.

**For training purposes the Rater will insert data of their choice and then type "May enter up to five lines of text."**

**Once this data is correctly entered, click "Next."**

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## Performance Evaluation (cont.)

<b>c. 1) Character:</b> (Include bullet comments addressing Rated NCO's performance as it relates to adherence to Army Values, Empathy, Warrior Ethos/Service Ethos, and Discipline. Fully supports SHARP, EO, and EEO) MET STANDARD    DID NOT MEET STANDARD	<input type="radio"/> May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them
<b>d. 2) Presence:</b> (Military and Professional Bearing, Fitness, Confidence, Resilience) MET STANDARD    DID NOT MEET STANDARD	<input type="radio"/> May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them
<b>e. 3) Intellect:</b> (Mental Agility, Sound Judgment, Innovation, Interpersonal Trust, Expertise) MET STANDARD    DID NOT MEET STANDARD	<input type="radio"/> May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Performance Evaluation Comments

**Character**

MET STANDARD    DID NOT MEET STANDARD

Character

☐ May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

**Presence**

MET STANDARD    DID NOT MEET STANDARD

Presence

☐ May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

**Intellect**

MET STANDARD    DID NOT MEET STANDARD

Intellect

☐ May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Previous    Exit    **Next**    Save    Go to Signatures    Print Draft

Unclassified

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The Rater will select the correct assessment as to whether the Rated NCO Met or Did Not Meet the Standard for Character, Presence and Intellect.

The user may enter up to eight lines of text and spaces to assess the Rated NCO's Character, Presence and Intellect. This assessment will be in bullet format..

Comments assessing the Rated NCO's adherence / support of the Army's SHARP program are mandatory.

**For training purposes the Rater will click "Met Standard" and type "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with a one-line space between them" for each section.**

**Once this data is correctly entered, click "Next."**

NEXT SLIDE



## Performance Evaluation (cont.)

<b>f. 4) Leads:</b> (Leads Others, Builds Trust, Extends Influence beyond the Chain of Command, Leads by Example, Communicates) MET STANDARD <input type="radio"/> DID NOT MEET STANDARD <input type="radio"/>	<input type="text" value="o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them"/>
<b>g. 5) Develops:</b> (Creates a positive command/ workplace environment/Fosters Esprit de Corps, Prepares Self, Develops Others, Stewards the Profession) MET STANDARD <input type="radio"/> DID NOT MEET STANDARD <input type="radio"/>	<input type="text" value="o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them"/>
<b>h. 6) Achieves:</b> (Gets Results.) MET STANDARD <input type="radio"/> DID NOT MEET STANDARD <input type="radio"/>	<input type="text" value="o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them"/>

Performance Evaluation Comments Continued

Leads

MET STANDARD ☐ DID NOT MEET STANDARD ☐

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Develops

MET STANDARD ☐ DID NOT MEET STANDARD ☐

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Achieves

MET STANDARD ☐ DID NOT MEET STANDARD ☐

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Previous Exit **Next** Save Go to Signatures Print Draft

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The Rater will select the correct assessment as to whether the Rated NCO Met or Did Not Meet the Standard for Leads, Develops and Achieves.

The user may enter up to eight lines of text and spaces to assess the Rated NCO's Leads, Develops and Achieves. This assessment will be in bullet format.

**For training purposes the Rater will click "Met Standard" and type "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with a one-line space between them" for each section.**

**Once this data is correctly entered, click "Next."**

NEXT SLIDE



# Overall Performance

RATER OVERALL PERFORMANCE

i. I currently rate 2 NCOs in this grade.

COMMENTS:  
o May enter up to five lines of text and spaces; for example, x2 two-line bullets with a one-line space between them

Overall Performance

Is this individual serving as both the Rater and Senior Rater? ☐ Yes ☒ No

i. No. of NCOs currently rated in this grade:

Comments for Overall Performance  
o May enter up to five lines of text and spaces; for example, x2 two-line bullets with a one-line space between them

Previous

Exit

Next

Save

Go to Signatures

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The user will enter the number of NCOs the Rater currently rates in this grade.

The user may enter up to five lines of text and spaces in bullet format to comment on the Rated NCO's overall performance during the rating period as compared to all NCOs in this grade the Rater has ever rated.

**For training purposes, enter "2" for No. of NCOs currently rated in this grade and type "o May enter up to five lines of text and spaces in bullet format; For example, x2 two-line bullets with a one-line space between them"**

**Once this data is correctly entered, click "Next."**

NEXT SLIDE



## Check on Learning

1. In which Attribute block must the Rater assess the Rated NCO's adherence / support of the Army's SHARP program?
2. Who does the Rater compare the Rated NCO to when assessing the Rated NCO's overall performance?
3. Do Raters of SGTs write their comments in bullet or narrative format?

At this time, discuss these questions.

NEXT SLIDE



# Senior Rater

[Print For Manual Submission](#)[Exit](#)[Submit to HQDA](#)[Manage Enclosures](#)[Delete](#)

To edit a particular selection, choose the appropriate button below:

[Rated Soldier](#)[Rater](#)[Senior Rater](#)[Reviewer](#)[Rater Enlisted Advisor](#)[Senior Rater Enlisted Advisor](#)

## NCO EVALUATION REPORT (SGT)

For use of this form, see AR 623-3 and DA PAM 623-3, the proponent agency is DCS, G-1.

### PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SGT	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B2O
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BD, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20141111		k. RATED MONTHS 12	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS ( gov or mil ) @MAIL.MIL				

### PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S		a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader		a6. RATER'S EMAIL ADDRESS ( gov or mil ) @MAIL.MIL		
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR		b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE <a href="#">Click Here to Sign</a>	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant		b6. SENIOR RATER'S EMAIL ADDRESS ( gov or mil ) @MAIL.MIL		
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT CPT, 11A, B Co, 1BN, 3BDE, Company Commander	
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE		c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS ( gov or mil ) @MAIL.MIL
RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.				
d1. COUNSELING DATES	INITIAL 20141128	LATER 20150204	LATER 20150514	LATER 20150624
d2. RATED NCO'S SIGNATURE				d3. DATE (YYYYMMDD)

Unclassified

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Now the Rater will exit the NCOER.

Once the Rater exits the NCOER, the Senior Rater will click "Senior Rater" to enter the Senior Rater's administrative data and assessment of the Rated NCO's potential.

NEXT SLIDE



# Senior Rater's Administrative Data

**PART II - AUTHENTICATION** (Rated Soldier's signature verifies officer has seen completed NCOER Parts I-VI and the administrative data is correct)

b1. NAME OF SENIOR RATER (Last, First, Middle Initial) RATER, SENIOR	b2. SSN (or DOD ID) No.)	b3. SIGNATURE	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SFC, 11B40, B Co, 1BN, 3BDE, Platoon Sergeant		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

**Senior Rater Info**

b1. Senior Rater's Last Name:  First Name:  M.I.:  Suffix:

b2. Senior Rater's DOD ID Number

b5. Senior Rater's Rank:  Is the Senior Rater promotable and serving in a position authorized for the next higher grade? ☐ Yes ☒ No

Senior Rater's Position:  Senior Rater's Organization:

PMOSC/Branch:  b6. Senior Rater's E-mail Address:   
Must use .gov or .mil

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The user will enter the Senior Rater's correct Rank, Position, unit, and PMOSC / Branch on this page.

**For the purpose of this training use the following administrative data.**

-Rank	= SFC
-PMOSC	= 11B40
-Unit Org	= B Co, 1BN, 3BDE
-Duty Assignment	= Platoon Sergeant

Once this data is correctly entered, click "Next."

NEXT SLIDE



# Potential Assessment

a. Select one box representing Rated NCO's potential compared to others in the same grade whom you have rated in your career. I currently senior rate 2 NCOs in this grade.

☐ MOST QUALIFIED  
☒ HIGHLY QUALIFIED  
☐ QUALIFIED  
☐ NOT QUALIFIED

b. COMMENTS:  
May enter up to five lines of text in narrative format.

c. List two successive assignments and one broadening assignment (3 - 5 years):

Successive Assignment: 1) Duty Title only

2) Duty Title only

Broadening Assignment: Duty Title only

**Sr. Rater Potential Rating**

Is a Supplementary Reviewer required? ☒ Yes ☐ No

Does the Senior Rater meet minimum rating qualifications to evaluate the rated NCO? ☒ Yes ☐ No

Is the Rated NCO available for signature? ☐ Yes ☐ No ☐ No Response

NCO refuses to sign? ☐ NCO Refuses

Compared Potential [Profile Stats](#) No. of NCOs currently rated in this grade 2

Rate the Soldier's potential compared with other officers of the same grade.

A compared potential indication of MOST QUALIFIED is not authorized as your profile does not support. If you have other Evaluations to process that would allow this report to process with a MOST QUALIFIED indication, process those first. You may view your profile by selecting the "Profile Stats" link above the performance indication blocks. If you have any further questions, please contact Human Resources Command Evaluation Policy Section at (502) 613-5019, DSN 983.

Most Qualified (45%)	Highly Qualified	Qualified	Not Qualified
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

b. Comments on potential  
May enter up to five lines of text in narrative format.

c. Two future successive assignments

Duty Title only

Duty Title only

List a broadening assignment

Duty Title only

Previous
Exit
Next
Save
Go to Signatures
Print Draft

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The user must ensure the correct number of NCOs currently rated in this grade is entered.

The user will then select the assessment for the Rated NCO.

Note, that the Senior Rater's total number (for up to the date of this NCOER's Thru Date) of Most Qualified assessments is unconstrained for DA Form 2166-1 (SGT NCOER).

The user may enter up to five lines of text in narrative format to comment on the potential of the Rated NCO. The Senior Rater's narrative supports the "box check" and should include potential for future assignments, schooling, and promotion.

Lastly, the user will enter the Duty Title of two future successive assignments (such as Fire Team Leader and Squad Leader) and one broadening assignment (such as Recruiter).

**For training purposes:**

**-Enter "6" for No. of NCOs currently rated in this grade**

**-Select "Exceeded Standard"**

**-Type "May enter up to five lines of text in narrative format."**

**Once this data is correctly entered, click "Next."**

NEXT SLIDE





## ***Check on Learning***

1. What does the Senior Rater assess?
2. Is the Senior Rater's comments in narrative or bullet format?
3. What can the Senior Rater comment on?
4. How many lines of text can the Senior Rater enter?

Unclassified

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At this time, discuss these questions.

NEXT SLIDE



# Reviewer

Print For Manual Submission	Exit	Submit to HQDA	Manage Enclosures	Delete
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To edit a particular selection, choose the appropriate button below:

Rated Soldier	Rater	Senior Rater	<b>Reviewer</b>
	Rater Enlisted Advisor	Senior Rater Enlisted Advisor	

**NCO EVALUATION REPORT (SGT)**  
For use of this form, see AR 623-3 and DA PAM 623-3; the proponent agency is DCS, G-1.

**PART I - ADMINISTRATIVE DATA**

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SGT	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B2O
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BD, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20141111		k. RATED MONTHS 12	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL				

**PART II - AUTHENTICATION**

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE <a href="#">Click Here to Sign</a>	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BANCH ORGANIZATION DUTY ASSIGNMENT CPT, 11A, B Co, 1BN, 3BDE, Company Commander
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL
RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.			
d1. COUNSELING DATES	INITIAL 20141128	LATER 20150204	LATER 20150514
		LATER 20150824	
d2. RATED NCO'S SIGNATURE		d3. DATE (YYYYMMDD)	


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Now the Senior Rater will now exit.

Once the Senior Rater exits the NCOER, the Reviewer will click "Reviewer" to review enter the Reviewer's administrative data.

NEXT SLIDE



# Reviewer's Administrative Data

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PART II - AUTHENTICATION			
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, Middle Initial) REVIEWER, SUPPLEMENTARY	c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT CPT, 11A, B Co, 1BN, 3BDE, Company Commander	
c4. COMMENTS ENCLOSED? <input type="radio"/> Yes <input checked="" type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL

**Supplementary Reviewer Info**

c2. Reviewer's Last Name

First Name

M.I.

Suffix

c2. Reviewer's DOD ID Number  
 Validate DoDID

[Switch to search by SSN] ☐

c4. Do you wish to provide comments? ☐ Yes ☒ No

c3. Reviewer's Rank

PMOS/Branch

Reviewer's Organization

Reviewer's Duty Assignment

c6. Reviewer's E-mail Address  
  
Must use .gov or .mil

Exit
Next
Save
Go to Signatures
Print Draft

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Unclassified

The user will enter the Reviewer's correct Rank, Position, unit, and PMOSC / Branch on this page.

**For the purpose of this training use the following administrative data.**

-Rank	= CPT
-PMOSC	= 11A
-Unit Org	= B Co, 1BN, 3BDE
-Duty Assignment	= Company Commander

NEXT SLIDE



# Content Review

Print For Manual Submission	<b>Exit</b>	Submit to HQDA	Manage Enclosures	Delete
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To edit a particular selection, choose the appropriate button below:

Rated Soldier	<b>Rater</b>	Senior Rater	Reviewer
	Rater Enlisted Advisor	Senior Rater Enlisted Advisor	

NCO EVALUATION REPORT (SGT)  
For use of this form, see AR 623-3 and DA PAM 623-3; the proponent agency is DCS, G-1.

**PART I - ADMINISTRATIVE DATA**

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SGT	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B2O
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BD, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20141111 THRU (YYYYMMDD) 20151110		k. RATED MONTHS 12	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS (gov or mil) @MAIL.MIL				

**PART II - AUTHENTICATION**

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader		a6. RATER'S EMAIL ADDRESS (gov or mil) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE <a href="#">Click Here to Sign</a>	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant		b6. SENIOR RATER'S EMAIL ADDRESS (gov or mil) @MAIL.MIL	
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT CPT, 11A, B Co, 1BN, 3BDE, Company Commander
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (gov or mil) @MAIL.MIL
RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.			
d1. COUNSELING DATES	INITIAL 20141128	LATER 20150204	LATER 20150514
		LATER 20150824	d2. RATED NCO'S SIGNATURE
			d3. DATE (YYYYMMDD)

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**As a team review all sections for accuracy / editing.**

Top Ten most common reasons for returned evaluations are:

- APFT Data / Ht/Wt Data – date must be during rated period or up to 12 months prior to Thru Date (cannot be after Thru Date)
- Inappropriate text – Rating Officials cannot comment on Marital Status, Race, Religion, Sexual Orientation, etc.
- Missing Rated Soldier's Signature – Senior Rater must state reason why Rated Soldier did not sign (refused, unable, unavailable)
- Missing Mandatory SHARP comments – must be in Character block
- Nonrated codes – improperly used for Annual Evaluations and Extended Annual Evaluations
- Promotable Rank – incorrectly entered for Soldiers that are not serving in an authorized position for the next higher rank
- Signed more than 14 days prior to Thru date
- Signature Sequence – must be signed in sequence by Rater, Senior Rater, Reviewer (if required) and Rated Soldier
- Thru Date – must use the correct date listed in MILPER messages for future selection boards.
- Unauthorized Potential comments by Rater – Raters can only assess performance.

**Once complete exit.**

NEXT SLIDE



# EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- Evaluation Entry System Users Guide
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1.NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System  
Please select an option below:

OER

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

NCOER

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
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Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
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Unclassified

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Now each team member needs to sign the OER in sequence beginning with the **Rater**.

**Do this by clicking “continue / View Active NCOERs.”**

NEXT SLIDE



# Active NCOER List

Rated Soldier Last Name:  Rated Soldier UIC:  Eval ID:  SSN:  DOD ID Number:

90 items found, displaying 76 to 90.

[Previous](#) [1](#) [2](#) [3](#) [4](#) (Next/Last)

EvalID	Inr Date	Rated Soldier	Signed?	Rater	Locked?	Signed?	Senior Rater	Signed?	Status	Your Role	Comments
235874	0160316	SOLDIER, RATED SGM	NO	RATER, SOLDIER'S LTC	No	NO	RATER, SENIOR COL	NO	DRAFT	SENIOR RATER	
235872	0151217	SOLDIER, RATED SSG	NO	RATER, SOLDIER'S 2LT	No	NO	RATER, SENIOR 1LT	NO	DRAFT	REVIEWER	
235864	0151110	SOLDIER, RATED SGT	NO	RATER, SOLDIER'S SSG	No	NO	RATER, SENIOR SFC	NO	DRAFT	SENIOR RATER	

Unclassified

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Now, click the NCOER you want to sign.

NEXT SLIDE



# Sign / Submit the NCOER

<a href="#">Print For Manual Submission</a>	<a href="#">Exit</a>	<a href="#">Submit to HQDA</a>	<a href="#">Manage Enclosures</a>	<a href="#">Delete</a>
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To edit a particular selection, choose the appropriate button below:

<a href="#">Rated Soldier</a>	<a href="#">Rater</a>	<a href="#">Senior Rater</a>	<a href="#">Reviewer</a>
	<a href="#">Rater Enlisted Advisor</a>	<a href="#">Senior Rater Enlisted Advisor</a>	

NCO EVALUATION REPORT (SGT)  
For use of this form, see AR 623-3 and DA PAM 623-3; the proponent agency is DCS, G-1.

**PART I - ADMINISTRATIVE DATA**

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SGT	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B2O
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BD, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20141111 THRU (YYYYMMDD) 20151110		k. RATED MONTHS 12	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
		n. RATED NCO'S EMAIL ADDRESS (gov or mil) @MAIL.MIL		

**PART II - AUTHENTICATION**

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader		a6. RATER'S EMAIL ADDRESS (gov or mil) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE <a href="#">Click Here to Sign</a>	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant		b6. SENIOR RATER'S EMAIL ADDRESS (gov or mil) @MAIL.MIL	
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT CPT, 11A, B Co, 1BN, 3BDE, Company Commander
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE		c6. DATE (YYYYMMDD)
		c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (gov or mil) @MAIL.MIL	
RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.			
d1. COUNSELING DATES	INITIAL 20141128	LATER 20150204	LATER 20150514
		LATER 20150824	d2. RATED NCO'S SIGNATURE
			d3. DATE (YYYYMMDD)

Unclassified

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Now the "Rater" will sign the NCOER.

If there are any errors the signature block will have a "Why Can't I sign?" Hover your cursor over this link and view the errors. Make the necessary corrections and sign the NCOER.

Once you have signed click exit.

Now all Rating Officials will repeat the steps until all appropriate signatures have been applied.

Once the final signature is applied the Senior Rater will open the NCOER and click "Submit to HQDA."

Note, submission without all signatures is one of the top five reasons for returned evaluations.

Note, remember to have all appropriate signatures on the NCOER before submitting the NCOER to HQDA.

NEXT SLIDE



# EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1.NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System  
Please select an option below:

OER

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

NCOER

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
---------------	-----------	-----------	--------

Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
---------------	------	-----------

Unclassified

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Now everyone click on “continue / View Active NCOERs” to view the status of this NCOER.

NEXT SLIDE





# Active NCOER List

Rated Soldier Last Name: \_\_\_\_\_ Rated Soldier UIC: \_\_\_\_\_ Eval ID: \_\_\_\_\_ SSN: \_\_\_\_\_ DOD ID Number: \_\_\_\_\_ **OK**

**CLEAR FILTER**

90 items found, displaying 76 to 90.

[First/Prev](#) [1](#) [2](#) [3](#) [4](#) [Next/Last](#)

Eval ID	Thru Date	Rated Soldier	Signed?	Rater	Locked?	Signed?	Senior Rater	Signed?	Status	Your Role	Comments
235674	20160318	SOLDIER, RATED SGM	NO	RATER, SOLDIER'S LTC	No	NO	RATER, SENIOR COL	NO	DRAFT	SENIOR RATER	
235672	20151217	SOLDIER, RATED SSG	NO	RATER, SOLDIER'S 2LT	No	NO	RATER, SENIOR 1LT	NO	DRAFT	VIEWER	
235664	20151110	SOLDIER, RATED SGT	NO	RATER, SOLDIER'S SSG	No	NO	RATER, SENIOR SFC	NO	DRAFT	SENIOR RATER	

## Common Status Categories

- Draft – still with unit / has not been submitted to HQDA
- Submitted – unit has submitted to HQDA
- w / Examiner – NCOER has been assigned to an Examiner
- Returned – Examiner returned NCOER to unit for corrections
- Submitted to IPERMS – submitted by HRC to Soldier's Record
- Thru Date Submitted – Last NCOER's Thru Date updated on ERB
- Rejected – HQDA rejected NCOER (mostly duplicate reports)

Unclassified

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**Now, everyone will look at the status of this NCOER.**

It should have a status of "Submitted."

Some other common Status categories are:

Draft – still with unit / has not been submitted to HQDA

Submitted – unit has submitted to HQDA

w / Examiner – NCOER has been assigned to an Examiner

Returned – Examiner returned NCOER to unit for corrections

Submitted to IPERMS – submitted by HRC to Soldier's Record

Thru Date Submitted – Last NCOER's Thru Date updated on ERB

Rejected – HQDA rejected NCOER (mostly duplicate reports)

Note, Rating Officials can leverage this tool to determine the status of the evaluation and who has signed the evaluation.

NEXT SLIDE



## ***Check on Learning***

1. When does the Rated NCO sign the NCOER?
2. Can a Rater's Delegate submit the NCOER to HQDA?
3. How can you review the NCOERs status?
4. What does the NCOER Status "Draft" mean?

Unclassified

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At this time, discuss these questions.

NEXT SLIDE



## Summary

- Accessing EES
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Evaluation
- Potential Evaluation
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

Unclassified

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During this briefing, we covered how to use EES to create, complete, edit, submit and track the status of a DA Form 2166-9-1, SGT NCOER.

NEXT SLIDE



# Questions



Ask an IT Expert:

[usarmy.knox.hrc.mbx.it-help-desk@mail.mil](mailto:usarmy.knox.hrc.mbx.it-help-desk@mail.mil)

Unclassified

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Pending your questions this concludes my briefing.

If at any time you come across an system error that you or your unit HR professional cannot solve, such as difficulty digitally signing the evaluation or disappearing administrative data, please send a detailed email with screen shots to [usarmy.knox.hrc.mbx.it-help-desk@mail.mil](mailto:usarmy.knox.hrc.mbx.it-help-desk@mail.mil)



## ***Practical Exercise***

Now that we have covered the steps to create, complete and edit an NCOER let's conduct a Practical Exercise.

NEXT SLIDE



# Scenario 1

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SGT	Zip or APO:	54321
PMOSC:	19D20	Major Command:	US Army Forces Command
Promotable:	"No"	Component:	Army Reserve
Next Higher Grade:	"No"	UIC:	WAAAAA
Frocked Info:	"No"	Reason for Submission:	Annual
Unit Org:	B TRP, 2BN, 1BDE	From Date:	20141101
Station:	Fort Wish You Were Here	Thru Date:	20151031

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	SSG	SFC	CPT
PMOSC:	19D30	19D40	11A
Unit Org:	B TRP, 2BN, 1BDE	B TRP, 2BN, 1BDE	B TRP, 2BN, 1BDE
Station:	Fort Wish You Were Here	Fort Wish You Were Here	Fort Wish You Were Here
Duty Assignment:	Squad Leader	HQ Platoon Sergeant	Troop Commander
Promotable:	"No"	"No"	"No"

Unclassified

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At this time, form your four person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.**

Now, have all team members look at their list of Active NCOER to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.

NEXT SLIDE



## Scenario 2

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SGT	Zip or APO:	11223
PMOSC:	68W20	Major Command:	US Army Forces Command
Promotable:	"No"	Component:	Army Reserve
Next Higher Grade:	"No"	UIC:	WAAAAA
Frocked Info:	"No"	Reason for Submission:	Annual
Unit Org:	HHC, 33BSB, 2BDE	From Date:	20141101
Station:	Fort Awesome	Thru Date:	20151031

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	SSG	CPT	N/A
PMOSC:	68W30	65D	N/A
Unit Org:	HHC, 33BSB, 2BDE	HHC, 33BSB, 2BDE	N/A
Station:	Fort Awesome	Fort Awesome	N/A
Duty Assignment:	BN Medic	Battalion PA	N/A
Promotable:	"No"	"No"	N/A

Unclassified

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For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.**

Now, have all team members look at their list of Active NCOER to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.

NEXT SLIDE



## Scenario 3

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SGT	Zip or APO:	44444
PMOSC:	88N2O	Major Command:	US Army Recruiting Command
Promotable:	"No"	Component:	Army Reserve
Next Higher Grade:	"No"	UIC:	WAAAAA
Froked Info:	"No"	Reason for Submission:	Annual
Unit Org:	First Recruiting CO	From Date:	2014101
Station:	Forward RCTG BN	Thru Date:	20150930

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	SFC	1SG	CPT
PMOSC:	79R4O	79R5O	11A
Unit Org:	First Recruiting CO	First Recruiting CO	First Recruiting CO
Station:	Forward RCTG BN	Forward RCTG BN	Forward RCTG BN
Duty Assignment:	Station Commander	First Sergeant	Company Commander
Promotable:	"No"	"No"	"No"

Unclassified

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For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.**

Now, have all team members look at their list of Active NCOER to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.

NEXT SLIDE





## Scenario 4 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SGT	Zip or APO:	54321
PMOSC:	92Y2O	Major Command:	US Army Forces Command
Promotable:	"No"	Component:	Army Reserve
Next Higher Grade:	"No"	UIC:	WAAAAA
Frocked Info:	"No"	Reason for Submission:	Annual
Unit Org:	B TRP, 2BN, 1BDE	From Date:	20141101
Station:	Fort Wish You Were Here	Thru Date:	20151031

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	SSG	SFC	CPT
PMOSC:	19D3O	19D4O	11A
Unit Org:	B TRP, 2BN, 1BDE	B TRP, 2BN, 1BDE	B TRP, 2BN, 1BDE
Station:	Fort Wish You Were Here	Fort Wish You Were Here	Fort Wish You Were Here
Duty Assignment:	HQ Platoon Sergeant	First Sergeant	Troop Commander
Promotable:	"No"	"No"	"No"

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At this time, form your four person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.

NEXT SLIDE



## Scenario 4 (Parts III, IV & V)

Part III (Rater)			
Block a.	Supply NCO		
Block b.	92Y2O		
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons		
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons		
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons		
Part IV (Rater)			
Block a.	"Pass"	"20150915"	
Block b.	"Rated NCO's" HT 65 / WT 140	"Yes"	o May enter up to five lines of text
Block c.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block d.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block e.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block f.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block g.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block h.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block i.	3	o May enter up to five lines of text / space	
Part V (Senior Rater)			
Block a.	3	"Highly Qualified"	
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.		
Block c.	Duty Title Only	Duty Title Only	Duty Title Only

Once its creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER for accuracy.

Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.

NEXT SLIDE



## Scenario 5 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SGT	Zip or APO:	11223
PMOSC:	88M20	Major Command:	US Army Forces Command
Promotable:	"No"	Component:	Regular Army
Next Higher Grade:	"No"	UIC:	WAAAAA
Frocked Info:	"No"	Reason for Submission:	Change of Rater
Unit Org:	HHC, 33BSB, 2BDE	From Date:	20150317
Station:	Fort Awesome	Thru Date:	20151101

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	SSG	CPT	N/A
PMOSC:	88M30	90A	N/A
Unit Org:	HHC, 33BSB, 2BDE	HHC, 33BSB, 2BDE	N/A
Station:	Fort Awesome	Fort Awesome	N/A
Duty Assignment:	BN Transportation NCO	Plans Officer	N/A
Promotable:	"No"	"No"	N/A

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During this scenario switch roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.

NEXT SLIDE



## Scenario 5 (Parts III, IV & V)

Part III (Rater)			
Block a.	Transportation NCO		
Block b.	88M20		
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons		
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons		
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons		
Part IV (Rater)			
Block a.	"Pass"	"20150415"	
Block b.	"Rated NCO's" HT 70 / WT 190	"Yes"	o May enter up to five lines of text
Block c.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block d.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block e.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block f.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block g.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block h.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block i.	1	o May enter up to five lines of text / space	
Part V (Senior Rater)			
Block a.	1	"Most Qualified"	
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.		
Block c.	Duty Title Only	Duty Title Only	Duty Title Only

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Once its creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER for accuracy.

Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.

NEXT SLIDE



## Scenario 6 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SGT	Zip or APO:	87543
PMOSC:	25U20	Major Command:	US Army Recruiting Command
Promotable:	"No"	Component:	Regular Army
Next Higher Grade:	"No"	UIC:	WAAAAA
Frocked Info:	"No"	Reason for Submission:	Change of Rater
Unit Org:	BESTRCTG CO	From Date:	20150417
Station:	Over There RCTG BN	Thru Date:	20151207

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	SFC	1SG	CPT
PMOSC:	79R40	79R50	25A
Unit Org:	BESTRCTG CO	BESTRCTG CO	BESTRCTG CO
Station:	Over There RCTG BN	Over There RCTG BN	Over There RCTG BN
Duty Assignment:	Station Commander	First Sergeant	Company Commander
Promotable:	"No"	"No"	"No"

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During this scenario switch roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.

NEXT SLIDE



## Scenario 6 (Parts III, IV & V)

Part III (Rater)			
Block a.	Recruiter		
Block b.	25U20		
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons		
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons		
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons		
Part IV (Rater)			
Block a.	"Pass"	"20150715"	
Block b.	"Rated NCO's" HT 68/ WT 155	"Yes"	o May enter up to five lines of text
Block c.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block d.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block e.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block f.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block g.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block h.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block i.	1	o May enter up to five lines of text / space	
Part V (Senior Rater)			
Block a.	6	"Highly Qualified"	
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.		
Block c.	Duty Title Only	Duty Title Only	Duty Title Only

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Once its creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER for accuracy.

Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.

NEXT SLIDE